

U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

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Honorable William E. Colby
Director
Central Intelligence Agency
Washington, D. C. 20505

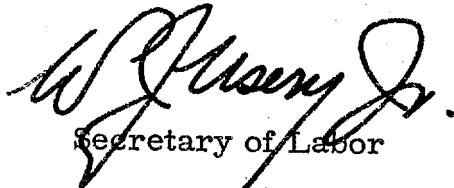
Dear Mr. Colby:

Section 19 of the Occupational Safety and Health Act and Executive Order 11807 require the head of each Federal department and agency to establish and maintain a comprehensive occupational safety and health program consistent with the standards promulgated by the Secretary of Labor for the private sector. Paragraph (a)(5), Section 19 of the Act and Section 1(4) of Executive Order 11807 require the submission of an annual report on each agency's occupational safety and health program to the Secretary of Labor.

Enclosed are guidelines to assist in the preparation of your agency's report. These guidelines incorporate information required by the Executive Order, and ask for additional information pertinent to the Federal occupational safety and health program.

If Federal agencies are to lead in the nationwide effort to safeguard workers, sound occupational safety and health programs are essential. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,



Secretary of Labor

Enclosure:
Guidelines

ANNUAL REPORT GUIDELINES FOR CY 1975
FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

INTRODUCTION: These guidelines are provided to assist Federal agencies in preparing their annual report on occupational safety and health as required by Section 2(5) of Executive Order 11807 and Section 19(a)(5) of the Occupational Safety and Health Act of 1970.

PURPOSE: The annual reports provide information for the following:

- o The Secretary of Labor's Report to the President on the Federal Occupational Safety and Health Program
- o Selection of agencies for the President's Safety Awards
- o Evaluation and Consultative functions of the Office of Federal Agency Safety Programs

SUBMIT TO: The report should be prepared on standard size (8 1/2 x 11) paper and submitted by April 1, 1976 to:

U. S. Department of Labor
Occupational Safety and Health
Administration
Office of Federal Agency Safety Programs
200 Constitution Avenue, N. W.
Washington, D. C. 20210

CONTENTS: PROGRAM FOR CALENDAR YEAR 1975

Provide the following information on your agency's program during CY 1975 relative to the 8 elements of an effective Federal occupational safety and health program.

ADMINISTRATION - Enter information on attachments, 1, 2, & 3.

- Attachment 1 - Agency-name and address.
 - Agency Head-name and address.
 - Agency Designated Safety and Health Official -
 name, title, address, telephone.
 - Agency Safety and Health Designee - name, title,
 address, telephone.
- Attachment 2 - Safety and health staffing at national and field
 offices - job series number, grade level, full-time
 or collateral duty, national or field. Also include
 employment data as requested.
- Attachment 3 - Safety and health staffing at field units - field unit
 definition, title and addresses, average employment,
 safety and health staffing, and grade levels. An
 organization chart showing break down of field units
 may be helpful.
- Policy - The official policy statement of the agency head on his
 occupational safety and health program.
- Funding - The dollars appropriated and used for the implementation
 of the agency program.
- Organization - The organizational structure of the occupational safety
 and health function from the designated safety and
 health official to the field level inspectors, from the
 national office to the field levels.

TRAINING

- Types and extent of training conducted for the various levels of employees including the designated safety and health official, safety and health specialists, safety and health inspectors, collateral-duty safety and health personnel, supervisors, representatives of employee groups, and employees.
Special training conducted for high-risk jobs--describe.

PROMOTION

- Employee notification-use Department of Labor furnished notice or notice developed by your agency (if so, furnished copy).
Employee access to agency program, OSH Act, Executive Order 11807, 29 CFR 1960 at field levels--describe.
Promotional techniques used to increase employee interest and participation--describe.
President's Safety '76 Campaign--describe participation.
Field Federal Safety and Health Councils-- describe participation at field level.

RESEARCH AND
ENGINEERING

- Research or engineering projects and studies to improve employee safety and health--describe.
Engineering modifications, including building and working place design, facility layout, etc., to improve employee safety and health--describe.

ACCIDENT, INJURY, AND
ILLNESS INVESTIGATION,
ANALYSIS, AND REPORTING -

Causal analysis of CY 1975 injuries, illnesses, and accidents--describe analysis and corrective actions taken. Flow of injury, illness, accidents and serious accidents reports from field to safety and health official--describe. Maintenance of and employee access to injury, illness, and accident records at field levels--describe.

STANDARDS

- Adoption of OSHA or consistent standards--describe.
- Promulgation of agency standards--describe procedures.
- Employee or employee representative Comment on standards--describe.
- Employee access to standards at field levels--describe.

COMMITTEES

- Committees at national and field levels--describe organization, functions, funding, and staffing.

INSPECTIONS

- Employee reports of unsafe or unhealthful condition procedures (including anonymity)--describe.
- Inspection procedures--describe.
- Inspecting personnel at field levels--describe qualifications and organization.
- Abatement procedures and responsibilities--describe.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1975 -

Briefly describe your agency's achievements of the planned goals and objectives for CY 1975 in last years annual report. Summarize your attainment of the planned CY 1975 activities specified in last years report for CY 1974.

FILE PROGRAM CHANGES WITH OFFICE OF FEDERAL AGENCY SAFETY

PROGRAMS - All changes made in the program, policy, or plan of action should be submitted to OFASP for the agency program files.

PROGRAM FOR CY 1976

EIGHT PROGRAM ELEMENTS - Describe any planned CY 1976 changes to your agency's occupational safety and health program concerning the eight program elements, policy, and plan of action.

GOALS, OBJECTIVES, AND PLANNED ACTIVITIES - Describe your agencies goals and objectives for your program in CY 1976, including the planned activities involved in attaining these goals and objectives.

Administration of Agency Occupational Safety and Health Program

Agency Name _____
Address _____

Agency Head Name _____
Title _____
Address _____

Agency Designated
Safety and Health Official* Name _____
Title _____
Address _____

Phone No. _____

Agency Safety and
Health Designee* Name _____
Address _____

Phone No. _____

*Definitions for attachment 1

Agency Designated Safety and Health Official - The official appointed by the agency head, with sufficient authority to effectively represent the agency head, responsible for administering the agency's occupational safety and health program. An official with such "sufficient authority" is considered to be at a rank, or at an equivalent level of responsibility, of an Assistant Secretary. Reference Executive Order 11807, Section 2(1) 1960.16.

Agency Safety and Health Designee - The qualified, competent professional reporting directly and exclusively to the "designated official" as the head of the agency's staff to actually operate or perform many of the program functions such as inspections, recordkeeping and reporting, and responding to employee reports of unsafe or unhealthful conditions. The mission, size, and organization of agencies employing less than 1,000 persons may use one competent, trained, personnel, on a collateral duty basis, as the "designee." Reference 1960.16(c), .25(b), .31 and .32.

ATTACHMENT 2

AGENCY SAFETY & HEALTH STAFFING IN
NATIONAL & FIELD OFFICES

G.S. SERIES	G.S. GRADES															
	5-7		8-10		11		12		13		14		15		16	
	NO	FD	NO	FD	NO	FD	NO	FD	NO	FD	NO	FD	NO	FD	NO	FD
SAFETY ENGINEER (803)																
SAFETY SPECIALIST (018)																
INDUSTRIAL HYGIENIST (690)																
FIRE PROTECTION ENGR (804)																
COLLATERAL DUTY																
TOTAL																

NO=NATIONAL OFFICE

FD=FIELD OFFICES

NUMBER OF EMPLOYEES:

NATIONAL OFFICE _____

FIELD OFFICES _____

TOTAL _____

VACANCIES IN SAFETY AND HEALTH STAFFING:

NATIONAL OFFICES _____

FIELD OFFICES _____

Staffing of Field Units

Directions: List the agency field units and provide the requested information for each field unit in the table below. Define organizationally the term "field unit" relative to your agency mission, size, and organization. The safety and health staffing of each unit should include both full-time and collateral duty personnel. If personnel are collateral duty, enter the part in hundredths (0.01) of the work time used for safety and health in the appropriate grade level column. An entry of 1.25 in the GS-11 column would indicate one full-time and a one collateral duty (with 1/4 or .25 of his work time) safety and health personnel for that specific number of employees in the field unit.

Definition of Field Unit: _____

FIELD UNITS (NAMES AND ADDRESSES)	AVERAGE UNIT EMPLOYMENT	UNIT S&H PERS. (GD. LEVELS)							
		5-7	8-10	11	12	13	14	15	16

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TO	NAME AND ADDRESS	DATE	INITIALS
1	AD/Security		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
<p>Your action, pls.</p> <p>Note 1 April deadline for submission OSHA.</p> <p>B.</p>			
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